

PeopleSoft NDS Vacant Position Report *August 16, 2006*



REQUEST A NDS POSITION REPORT

Use the following navigation to 'NDS Vacant Position Report' and select 'Add a New Value' or if you have run this report before you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Vacant Position Report

NDS Vacant Position Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

☐ Case Sensitive

Search

Advanced Search

Find an Existing Value | [Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5 digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit and it will recall your 'Run Control'.

In the following screen enter 'ND' in the Company field, your 5-digit Business Unit (You will only get results for the Business Unit(s) for which you have security access) in the Business Unit Field, and the As of Date that you would like this report run. Then Click 'Run'.

Vacant Position Report

Run Control ID: 110

[Report Manager](#) [Process Monitor](#) [Run](#)

Vacant Position Report

'Company:

Business Unit:

'As of Date:

Save Notify Add Update/Display

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: lberger2 Run Control ID: 11

Server Name: Run Date:

Recurrence: Run Time: [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Vacant Position Report	NDSHR09	SQR Report	Web	<input type="text" value="PDF"/>	Distribution

OK Cancel

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

Vacant Position Report

Run Control ID: 110

[Report Manager](#) [Process Monitor](#) [Run](#)

Vacant Position Report

'Company':

Business Unit:

'As of Date':

Save Notify

Add Update/Display

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380430		SQR Report	NDSHR09	lberger2	09/11/2006 4:34:54PM CDT	Success	Posted	Details

[Go back to NDS Vacant Position Report](#)

Save Notify

[Process List](#) | [Server List](#)

Then click on 'View Log/Trace'.

Process Detail	
Process	
Instance: 380430	Type: SQR Report
Name: NDSHR09	Description: Vacant Position Report
Run Status: Success	Distribution Status: Posted
Run	
Run Control ID: 110	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	
Request Created On: 09/11/2006 4:36:58PM CDT	Parameters Transfer
Run Anytime After: 09/11/2006 4:34:54PM CDT	Message Log
Began Process At: 09/11/2006 4:37:08PM CDT	Batch Timings
Ended Process At: 09/11/2006 4:37:23PM CDT	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Then click the report name below to view the report.

View Log/Trace	
Report	
Report ID: 1368	Process Instance: 380430 Message Log
Name: NDSHR09	Process Type: SQR Report
Run Status: Success	
Vacant Position Report	
Distribution Details	
Distribution Node: REFNODE	Expiration Date: 11/10/2006
File List	
Name	File Size (bytes) Datetime Created
NDSHR09_380430.PDF	1,831 09/11/2006 4:37:23.323000PM CDT
Trace File	0 09/11/2006 4:37:23.323000PM CDT
Message Log	1,651 09/11/2006 4:37:23.323000PM CDT
Distribute To	
Distribution ID Type	Distribution ID
User	Iberger2
<input type="button" value="Return"/>	

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

